



Job Description

Job Title	Police Officer	Department	Public Safety
Reports to	Police Sergeant	Salary Level	VIII B
Classification	Non-Exempt	Revision Date	07.01.2015

I. General Description

This position is responsible for proactive patrol of the community to protect people and property, investigation of criminal activity, and apprehension of violators while encouraging voluntary compliance with local, state and federal laws.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

Law Enforcement:

1. Perform routine foot and motor patrols of the community to protect people and property. Respond to routine and emergency calls.
2. Establish sufficient probable cause to arrest alleged offenders, enforces traffic law and writes and issues citations for violations.
3. Encourage voluntary compliance with the law.

Investigation:

1. Perform regular or complex investigations as appropriate and assigned.
2. Act as a reference source for other investigations in the department.
3. Gather information regarding cases through contact with community members, computer checks and correspondence with other agencies.

Reporting:

1. Prepare documents and writes reports regarding cases, incidents, and investigations.
2. Maintain logs.

Communication:

1. Assist other departments and agencies such as Fire/EMS, Municipal Departments, and Law Enforcement Agencies as appropriate. Prepares for, and testifies at, various court hearings and trials, including grand jury.
2. Must be prepared for assigned public speaking and/or public appearance functions at schools, civic groups and/or professional organizations.



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Administrative:

1. Obtain and serve necessary letters, warrants, subpoenas, and summons.
2. Complete detailed and accurate reports, and updates computer records.

Teamwork & Cooperation:

1. May be cross-trained in other intra-agency disciplines and temporarily assigned to other intra-agency disciplines as the need arises.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of laws and procedures, and knowledge of community and region.
2. Knowledge of procedures regarding search and seizure, arrest, warrants, subpoenas and summons.
3. Knowledge of computer records and willingness to update information.
4. Knowledge of federal, state and local laws concerning the use of force, including firearms, and firearms safety, and emergency vehicle operation.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to gather information from others and provide information as needed.
2. Basic investigative skills to perform duties efficiently and assist others with expertise regarding similar or difficult investigations.
3. Ability to operate personal computers and retrieve information through computer checks and from other agencies to compile evidence for investigations.
4. Prepare documents and the ability to speak and write effectively.
5. Strong interpersonal and communication skills to work effectively with a variety of people.
6. Work irregular hours and tactfully handle sensitive or dangerous situations.
7. Personal presence and appearance to act as a public relations and educational representative of the Department of Public Safety.
8. Organizational skill and ability to keep accurate and thorough records.
9. Willingness to perform various job-related duties, as situations require.
10. Strong sense of teamwork and the ability to work with others.
11. Interact with the public in a courteous, helpful and professional manner.
12. Work with co-workers, outside agencies, and vendors in a professional manner.
13. Maintain the confidentiality of information acquired during service as a City employee.
14. Above average ability in proper and lawful use of force, including firearms, and firearms safety,



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V. Work Environment and Physical Effort

The employee has occasional strenuous activity, including running, jumping, climbing, lifting up to 50 lbs., and carrying, or any other physical activity required to effectively pursue and arrest suspects. The employee has extended periods of sitting at a desk or in a vehicle, and must be able to operate patrol vehicles and related equipment. The employee works indoors and outdoors, often in extreme weather conditions. The employee works under stressful or hazardous conditions; occasionally exposed to life threatening situations. Officers must have vision correctable to 20/20 and possess hearing abilities that are natural or corrected to the normal range of hearing. They must not be affected by color blindness to any degree that would prevent him/her from effectively performing job duties.

VI. Education, Experience, and Requirements

Education:

High school diploma or General Equivalency Degree (GED) required.

Experience:

1. Police Academy training meeting the standards set by the Alaska Police Standards Council, and;
2. At least one year experience working as a police officer.

Requirements:

1. Must have a valid Alaska driver's license.
2. Must be able to meet all standards set by the Alaska Police Standards Council (APSC) to be eligible for certification within 14 months of employment.

VII. Certification and Training

1. Basic Alaska Police Standards Council (APSC) certification required within 14 months of employment.
2. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full-time, 80 hour bi-weekly, rotating shifts. Subject to overtime and recall to duty as directed and authorized by supervisor.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____